

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**



AIR FORCE INSTRUCTION 34-201

**AIR MOBILITY COMMAND
Supplement 1**

15 JANUARY 2003

Services

USE OF NONAPPROPRIATED FUNDS (NAF)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 34-201, 17 June 2002, is supplemented as follows: (This supplement applies to Air National Guard and United States Air Force Reserve units.)

SUMMARY OF REVISIONS

Revises required items for NAF Council approval. Expands funding levels for unit funds. Revises SM&W requirements limits to be in line with Air Force.

AMC bases may not supplement this regulation without prior HQ AMC/SV approval. Send two copies of each proposed supplement to HQ AMC/SV, 503 Ward Drive, Suite 302, Scott AFB IL 62225-5335.

A bar (|) indicates changes from the previous edition.

2.2.11.1. (Added) HQ AMC financial goals are defined in the quarterly HQ AMC Services Corporate Report.

2.6.1.3.1. (Added) The base civil engineer must be appointed as an additional voting member, and the NAFs financial analyst must be appointed as a nonvoting member of the NAFs Council. For bases with Fisher Houses, the medical treatment facility commander must be appointed as a voting member.

2.6.1.4.1. (Added) Submit two copies of the approved minutes to HQ AMC/SVF within 7 working days after the meeting.

3.6.3. (Added) HQ AMC/SVF will withdraw excess cash the 15th calendar day (CD) of each month.

3.6.4. (Added) CLF policies are approved annually by the AMC NAF Council and AMC/CC.

3.7.1.1. (Added) HQ AMC financial goals are defined in the quarterly HQ AMC Services Corporate Report.

3.8.1.2. (Added) Accounting and Human Resource Office service fees must be charged to defray costs associated with the processing of Fisher House accounting and personnel documents in accordance with Air Force guidance.

3.13.2. (Add to last bullet) Approval requests to dispose of NAF property through sale or donation to the civilian community must be forwarded to HQ USAF/ILV through HQ AMC/SVF.

3.13.2.4.1. (Added) Requests for assistance to HQ AFSVA/SVF must be forwarded through HQ AMC/SVF.

4.3.4.1. (Added) If base MWR Fund is meeting or exceeding the Air Force NIAD goal of 7 percent, annual expenditures can “go up to” \$6 per person civilian, military, Reserves, and Air National Guard assigned to the base. If base MWR Fund is not meeting the Air Force NIAD goal of 7 percent, annual expenditures cannot exceed \$3 per person. The NAF Council recommends to the wing commander, based on the financial condition of the fund, amount of allocation between squadrons and base-wide functions. Participation must be open to all military and civilian personnel assigned to the base to include tenant organizations. Separate functions for officers, enlisted, or civilians are not authorized.

4.3.5.1. (Added) Wing commanders are final approving authorities for using NAF funds to pay the cost of refreshments at official NAF employee recognition functions.

4.3.10.1. (Added) Awards to recognize volunteers' contributions may not exceed \$20. Light refreshments are authorized at an annual volunteer recognition program. The use of NAFs for volunteer training, temporary duty, or transportation of volunteers is prohibited.

4.3.12.1.1. (Added) All NAF rental, lease, or purchase of automated data systems equipment or software, regardless of cost, requires prior HQ AMC/SVF approval. This includes minicomputers or microcomputers, point-of-sale terminals (both stand-alone and full-system), electronic cash registers, and all minicomputer or microcomputer software, to include both new and upgrade packages.

4.3.12.3. Submit requests to HQ AFSVA/SVS through HQ AMC/SVF.

5.1.2.2. (Added) All requests for transfer must be submitted through HQ AMC/SV.

5.4.1.2. (Added) Assets loaned by one NAFI to another activity or NAFI for less than 30 days must be documented on AF Form 2534, **NAF Property Disposal/Transfer Receipt**.

5.7.1.2. Wing commanders are authorized to accept contributions, donations, and commercial sponsorship in the form of donated or contributed money, other goods, or services valued over \$1,000, up to and including \$25,000.

6.2.4. (Added) AMC Capital Improvement Program policies are approved annually by the AMC NAF Council and AMC/CC.

7.1.3.1. (Added) Submit waivers to use NAF employees in positions authorized APF support through HQ AMC/SV and HQ AMC/FM.

10.1. All approved waivers must be maintained in the respective NAFI's Life-of-Fund File.

12.2.2.1. Report quarterly SM&W expenditures utilizing the HQ AFSVA/SVF worksheet. Reports must arrive at HQ AMC/SVF not later than the 18th CD of the month following the end of each quarter.

12.4.3. SM&W expenditures for participants of conferences, workshops, seminars, and meetings hosted by AMC base organizations are prohibited. The majority of attendees are in official TDY status, and are normally charged a registration fee which includes the cost of light refreshments served. While this regis-

tration fee is not a reimbursable expense when filing travel vouchers, the cost of meals is included in TDY reimbursement. Commanders may submit a request for waiver to HQ AMC/SV (base level); HQ AMC Directorate's request may be forwarded through HQ AMC/SV to AMC/CV for approval.

12.4.8. The following dollar limitations are established for change of command ceremonies:

12.4.8.1. (Added) Squadron Commander--\$250.

12.4.8.2. (Added) Groups under 700 assigned--\$400, Groups over 700 assigned--\$600.

12.4.8.3. (Added) Wing and Numbered Air Force Commander--\$900.

12.6.1. Rules 50 and 53--Flowers and wreaths are limited to \$100. Rule 54--Donations to charitable organizations in lieu of flowers are limited to \$100.

ROBERT L. WORLEY, JR., Colonel, USAF
Director of Services